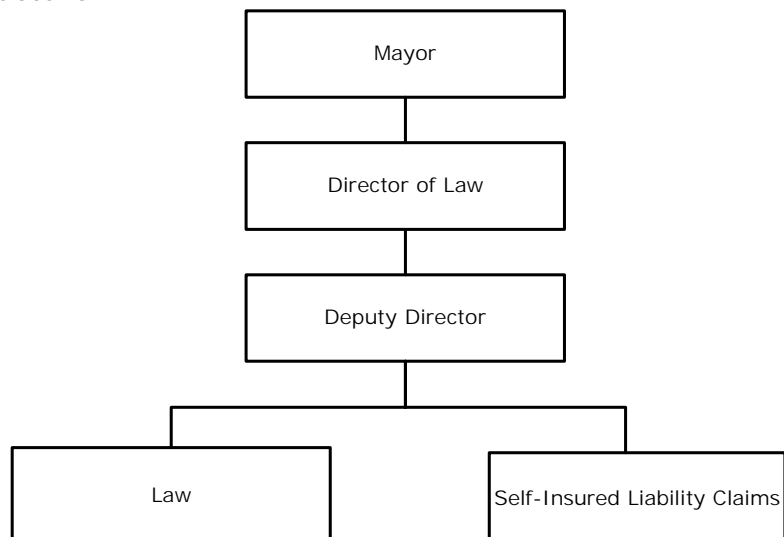


O6 Law—At a Glance

Vision	Excellence in providing legal representation to the Metropolitan Government.																																																						
Mission	To provide complete legal advice and representation to all levels of the administrative, legislative and operational division of The Metropolitan Government of Nashville and Davidson County.																																																						
Budget Summary	<table><tr><td></td><td><u>2000-01</u></td><td><u>2001-02</u></td><td><u>2002-03</u></td></tr><tr><td>Expenditures and Transfers:</td><td></td><td></td><td></td></tr><tr><td>GSD General Fund</td><td>\$3,098,520</td><td>\$3,715,694</td><td>\$4,109,184</td></tr><tr><td>Special purpose funds</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td>Total Expenditures</td><td><u>\$3,098,520</u></td><td><u>\$3,715,694</u></td><td><u>\$4,109,184</u></td></tr><tr><td>Revenues and Transfers:</td><td></td><td></td><td></td></tr><tr><td>Charges, Commissions, & Fees</td><td>\$0</td><td>\$70,000</td><td>\$55,000</td></tr><tr><td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td>Total Program Revenue</td><td>\$0</td><td>\$70,000</td><td>\$55,000</td></tr><tr><td>Non-program Revenue</td><td>65,000</td><td>70,000</td><td>90,000</td></tr><tr><td>Transfers</td><td><u>1,571,736</u></td><td><u>1,571,736</u></td><td><u>1,679,302</u></td></tr><tr><td>Total Revenues</td><td><u>\$1,636,736</u></td><td><u>\$1,711,736</u></td><td><u>\$1,824,302</u></td></tr></table>		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$3,098,520	\$3,715,694	\$4,109,184	Special purpose funds	<u>0</u>	<u>0</u>	<u>0</u>	Total Expenditures	<u>\$3,098,520</u>	<u>\$3,715,694</u>	<u>\$4,109,184</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$0	\$70,000	\$55,000	Other Governments	0	0	0	Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>	Total Program Revenue	\$0	\$70,000	\$55,000	Non-program Revenue	65,000	70,000	90,000	Transfers	<u>1,571,736</u>	<u>1,571,736</u>	<u>1,679,302</u>	Total Revenues	<u>\$1,636,736</u>	<u>\$1,711,736</u>	<u>\$1,824,302</u>		
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Positions	Total Budgeted Positions	50	50	52																																																			
Contacts	Director of Law: Karl Dean Deputy Director of Law: Sue Cain 204 Metro Courthouse 37201			email: karl.dean@legal.nashville.org email: sue.cain@legal.nashville.org Phone: 862-6341 FAX: 862-6352																																																			

Organizational Structure



O6 Law—At a Glance

Budget Highlights FY 2003

GSD

• Position/Benefit increase for 2 new Staff Attorneys for increase workload	\$209,500
• Books/Magazines/Periodicals	65,000
• Pay Plan/Benefit adjustment	167,200
• Postal Service rates increase	4,300
• Fleet Management Consolidation net adjustment	-4,040
• Information Systems billing	13,096
• Telecommunication net adjustment	-10,566
• Subscriptions	-51,000
Total	<u>\$393,490</u>
• Judgment & Losses adjustment to meet current and future needs	<u>\$90,000</u>
• Insurance & Reserve adjustment for increased insurance costs	<u>\$125,000</u>

USD

• Judgment & Losses adjustments to meet current and future needs	<u>\$10,000</u>
• Insurance & Reserve adjustment for increased insurance costs	<u>\$15,000</u>

Overview

LAW

The Department of Law provides legal counsel and litigation services to all Metro departments, agencies, and commissions. In addition, the Department provides a liaison with other governmental agencies on legal issues.

The Department also administers an insurance and safety program to identify, analyze, evaluate and make recommendations for the control of risks. As a result of these efforts premiums are determined based on departments' exposure to risk and transferred from participating departmental operating budgets. Insurance director determines premiums and transfers funds based on departments' or funds' exposure to risk. Premiums are transferred from Insurance and Reserve accounts of the general funds and from participating funds' operating budgets.

SELF-INSURED LIABILITY CLAIMS

The Self-Insured Liability Claims Division investigates, documents and disposes of liability claims for and against the Metropolitan Government. These efforts are coordinated with the Division of Insurance and Safety Division to lessen risk exposure.

O6 Law–Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
LAW					
1. To provide legal counsel to all departments, agencies and commissions of the Metropolitan Government in litigation matters.	a. New lawsuits	275	264	262	260
	b. Lawsuits closed	270	234	249	240
	c. Administrative hearings	275	341	325	325
2. To litigate delinquent property tax lawsuits in conjunction with the Clerk & Master's Office (Previously titled "Delinquent Taxes")	a. Number of Property Tax Parcels	3,300	3,663	3,500	3,200
	b. Amount delinquent (Property Tax)	\$5,000,000	\$4,435,248	\$4,300,000	\$4,000,000
	c. Amount collected (Property Summons filed 3/2001)	\$3,000,000	\$3,194,510	\$3,293,705	\$3,100,000
3. To provide legal advice to all departments, agencies and commissions of the Metropolitan Government.	Requests for legal advice	275	623	500	500
4. To process ordinances, resolutions and contracts for all departments, agencies and commissions of the Metropolitan Government.	a. Ordinances and resolutions drafted or reviewed	450	408	450	300
	b. Ordinances approved for codification	615	400	450	400
	c. Contracts reviewed or drafted	1,800	2,085	2,040	2,040
5. To litigate delinquent personalty tax lawsuits in conjunction with the Trustee's Office.	a. Number of Personalty Tax matters (filed 8/10/01)	0	3,200	3,500	3,600
	b. Amount sought/Delinquent Personalty Tax	0	\$5,382,383	\$2,626,067	\$2,000,000
	c. Amount collected – Personalty Tax	0	\$543,587	\$1,000,000	\$1,000,000
6. To litigate unpaid demolition liens in conjunction with Codes Department.	a. Number of demolition liens filed	0	2	0	20
	b. Total amount sought/demolition liens	0	\$3,511	0	\$40,000
	c. Amount collected – demolition liens	0	\$3,762	0	\$25,000
7. To litigate unpaid vegetation liens in conjunction with Metro Beautification and Environment Commission.	a. Number of vegetation liens filed	0	0	0	120
	b. Total amount sought/vegetation liens	0	0	0	\$85,000
	c. Amount collected – vegetation liens	0	0	0	\$60,000

SELF-INSURED LIABILITY CLAIMS

1. To handle all claims for and against Metropolitan Government, including investigation and resolution of complaints referred by various governmental agencies and the public.	a. Claims filed	2,300	2,085	2,200	2,100
	b. Claims closed	2,300	2,362	2,300	2,100
	c. Amount paid	\$850,000	\$1,744,361	\$1,020,000	\$700,000

Includes Board of Education and MTA

O6 Law–Financial

Law
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	2,219,398	2,208,706	2,534,132	2,840,928
Fringe Benefits	524,221	498,481	566,421	636,400
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,743,619	2,707,187	3,100,553	3,477,328
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	50,000	48,541	50,000	55,000
Purchased Services	15,890	27,105	16,490	16,500
Travel	20,922	22,748	21,722	21,700
Communications	1,000	233	200	200
Printing	1,722	668	1,522	1,500
Advertising & Promotion	450	0	450	1,000
Subscriptions	2,005	68,864	235,145	184,100
Tuition, Reg., & Membership Dues	27,440	31,309	27,440	31,900
Repairs & Maintenance Services	8,000	6,124	8,000	8,000
Internal Service Fees	85,866	78,461	114,966	113,756
TOTAL OTHER SERVICES	213,295	284,053	475,935	433,656
OTHER EXPENSE:				
Supplies and Materials	111,902	14,956	110,902	169,900
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	24,607	17,290	22,207	22,200
Licenses, Permits, & Fees	97	48	97	100
Taxes	5,000	9,600	6,000	6,000
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	141,606	41,894	139,206	198,200
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	3,098,520	3,033,134	3,715,694	4,109,184
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	3,098,520	3,033,134	3,715,694	4,109,184

O6 Law–Financial

Law
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	45,802	70,000	55,000
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	45,802	70,000	55,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	0	45,802	70,000	55,000
NON-PROGRAM REVENUE:				
Property Taxes	65,000	78,515	70,000	90,000
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	266,923	0	0
TOTAL NON-PROGRAM REVENUE	65,000	345,438	70,000	90,000
TRANSFERS FROM OTHER FUNDS AND UNITS:	1,571,736	1,588,302	1,571,736	1,679,302
TOTAL REVENUE AND TRANSFERS	1,636,736	1,979,542	1,711,736	1,824,302

O6 Law–Financial

Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

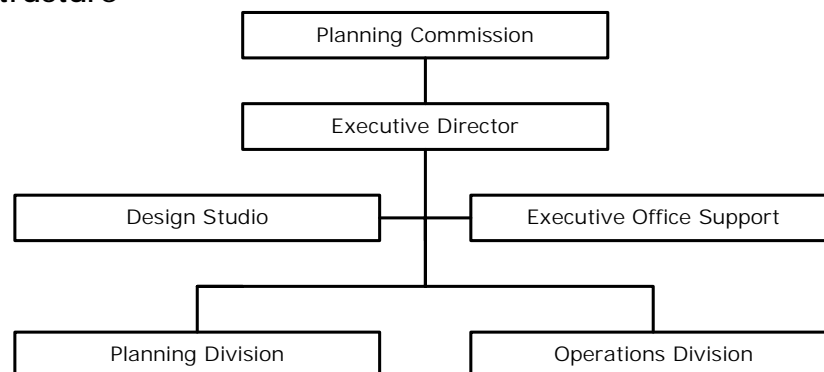
			FY 2001		FY 2002		FY 2003	
<u>Class</u>	<u>Grade</u>		<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
O6 Law Department - GSD Fund 10101								
Administrative Assistant 2	7241	SR09	3	3.0	4	4.0	4	4.0
Associate Metropolitan Attorney	7192	SR16	2	2.0	2	2.0	2	2.0
Attorney 1	0480	SR12	6	6.0	8	8.0	8	8.0
Attorney 2	0630	SR14	2	2.0	6	6.0	6	6.0
Attorney 3	4674	SR15	11	11.0	9	9.0	11	11.0
Claims Division Manager	6675	SR13	1	1.0	1	1.0	1	1.0
Claims Representative 1	6674	SR08	1	1.0	2	2.0	2	2.0
Claims Representative 2	6673	SR09	3	3.0	2	2.0	2	2.0
Deputy Metropolitan Attorney	1496	SR16	1	1.0	1	1.0	1	1.0
Insurance Division Mgr	6581	SR14	1	1.0	1	1.0	1	1.0
Law Clerk	2867	SR08	3	3.0	1	1.0	1	1.0
Legal Secretary 1	2870	SR07	4	4.0	2	2.0	2	2.0
Legal Secretary 2	7322	SR08	2	2.0	1	1.0	1	1.0
Metropolitan Attorney	3130	DP03	1	1.0	1	1.0	1	1.0
Office Assistant 1	7747	GS03	3	3.0	0	0.0	0	0.0
Office Support Representative 1	0120	SR04	0	0.0	1	1.0	1	1.0
Paralegal 1	7073	GS03	4	4.0	0	0.0	0	0.0
Paralegal 2	7343	SR08	2	2.0	8	8.0	8	8.0
Total Positions & FTE			50	50.0	50	50.0	52	52.0

O7 Planning—At a Glance



Vision	To enhance the quality of life for citizens of Metropolitan Nashville-Davidson County through leadership in planning and partnership with the community.																																																						
Mission	The mission of the Planning Department is to promote livability and quality growth in Metropolitan Nashville-Davidson County that enhances the built environment, conserves the natural environment, and preserves cultural and historical resources. With this purpose, the Planning Department will: <ul style="list-style-type: none">• Ensure meaningful citizen participation,• Promote responsible growth and development,• Encourage development that accommodates a variety of lifestyles, housing & transportation alternatives, and employment opportunities,• Promote regional cooperation in planning throughout Middle Tennessee, and• Serve as an accessible resource for information and technical assistance for residents, neighborhoods, and the business community.																																																						
Budget Summary	<table><thead><tr><th></th><th>2000-01</th><th>2001-02</th><th>2002-03</th></tr></thead><tbody><tr><td colspan="4">Expenditures and Transfers:</td></tr><tr><td>GSD General Fund</td><td>\$2,796,527</td><td>\$3,263,771</td><td>\$3,669,010</td></tr><tr><td>Special purpose funds</td><td>2,946,600</td><td>1,725,617</td><td>1,725,617</td></tr><tr><td>Total Expenditures</td><td>\$5,743,127</td><td>\$4,989,388</td><td>\$5,394,627</td></tr><tr><td colspan="4">Revenues and Transfers:</td></tr><tr><td>Charges, Commissions, & Fees</td><td>\$242,416</td><td>\$425,846</td><td>\$216,900</td></tr><tr><td>Other Governments</td><td>2,896,600</td><td>1,675,617</td><td>1,945,674</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>17,250</td><td>0</td></tr><tr><td>Total Program Revenue</td><td>\$3,139,016</td><td>\$2,170,988</td><td>\$2,202,574</td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>50,000</td><td>50,000</td><td>50,000</td></tr><tr><td>Total Revenues</td><td>\$3,189,016</td><td>\$2,220,988</td><td>\$2,252,574</td></tr></tbody></table>				2000-01	2001-02	2002-03	Expenditures and Transfers:				GSD General Fund	\$2,796,527	\$3,263,771	\$3,669,010	Special purpose funds	2,946,600	1,725,617	1,725,617	Total Expenditures	\$5,743,127	\$4,989,388	\$5,394,627	Revenues and Transfers:				Charges, Commissions, & Fees	\$242,416	\$425,846	\$216,900	Other Governments	2,896,600	1,675,617	1,945,674	Other Program Revenue	0	17,250	0	Total Program Revenue	\$3,139,016	\$2,170,988	\$2,202,574	Non-program Revenue	0	0	0	Transfers	50,000	50,000	50,000	Total Revenues	\$3,189,016	\$2,220,988	\$2,252,574
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Positions	Total Budgeted Positions	49	52	57																																																			
Contacts	Director of Planning: Richard Bernhardt email: rick.bernhardt@nashville.gov Financial Manager: Jeff Lawrence email: jeff.lawrence@nashville.gov 730 2 nd Avenue South 37210 Phone: 862-7173 FAX: 880-2450																																																						

Organizational Structure



O7 Planning–At a Glance

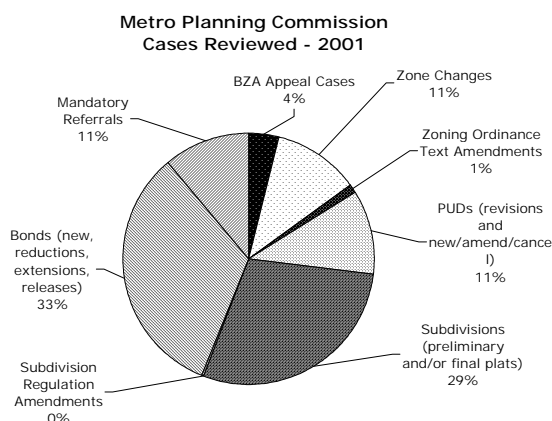
Budget Highlights FY 2003

• New budgeted positions:	\$283,300
- Planner I as a Pedestrian Coordinator	
- Planner I as a Urban Designer	
- Planner I as a Plans Reviewer	
- Planner II as a Transportation Planner	
- Planner II as a Community Communication Officer	
• Pay Plan/Benefit adjustments	104,400
• Non-recurring Consultant fees for special studies related to preparing and implementing subarea and neighborhood design plans	80,000
• Flight Services for the Commission and Council aerial photographs	14,000
• Fleet Management Consolidation net adjustment	-3,181
• Information System billings	-59,480
• Telecommunications	-13,800
Total	\$405,239

Overview

DESIGN STUDIO

Design Studio prepares and oversees urban design elements of the planning departments work program. The Studio prepares design regulations, guidelines, maps, illustrations, brochures and presentations that further the betterment of design and design awareness in the community. It provides staffing assistance to the Nashville civic design center and promotes and assists with the promulgation of urban design programs where needed within Metropolitan Government and the community at large.



EXECUTIVE OFFICE SUPPORT

The Executive Office Support prepares and oversees the execution of the department work program including specification of urban design elements. This division also promotes and assists in the promulgation of urban design programs in Davidson County.

PLANNING DIVISION

The Planning Division serves as the professional staff for the Metropolitan Planning Commission. It processes and reviews applications for zone changes, planned unit developments, mandatory referrals and subdivisions for consistency with adopted planning policies and conformance with regulations. It is responsible for coordinating these reviews with other Metropolitan Government agencies.



This division also provides technical support to the Metropolitan Council on zoning, planned unit development and mandatory referral matters. The division is also responsible for assisting in the creation, maintenance and implementation of community plans.

Advance Planning Research Fund is a special fund that provides funding for the long range planning and coordination of roadway and transit projects for the 5 county Metropolitan Planning Organization (MPO). Special transportation studies are also provided as approved in the Unified Work Program.

Top Grant provides funding from the U.S. Department of Commerce to integrate the World Wide Web, Geographic Information Systems (GIS), demographic databases, translation software and photo realistic technologies to provide a citizen friendly system to share government information.

OPERATIONS DIVISION

The Operations Division prepares, administers and monitors the departmental operating budget. It is responsible for administering departmental and Civil Service rules and policies, coordinating purchasing and training and provides administrative support functions such as payroll to the department.

This division also prepares the recommended Capital Improvements Budget (CIB), performs statistical analysis and research that is the basis for land use and other governmental decisions, and maintains the property maps for the Metropolitan Government and the GIS.

07 Planning–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
EXECUTIVE OFFICE SUPPORT					
1. Prepare regulatory amendments.	a. Number of prepared subdivision regulation amendments for consideration by June 30	2	2	1	3
	b. Number of Zoning Code amendments researched and prepared for consideration by June 30	2	2	0	3
2. Improve opportunities for coordination of development and infrastructure through comprehensive development monitoring techniques.	a. Number of standards evaluated for traffic impact studies in rural settings	0	0	0	1
	b. Number of transportation demand modeling capabilities developed for proposed developments	0	0	0	1
PLANNING DIVISION					
1. Efficiently plan for the areas in town where the need is the greatest.	a. Number of priority system for community plans project selection developed	0	0	0	1
	b. Number of community structure plans developed	0	0	1	1
	c. Number of detailed neighborhood design plans developed	0	0	5	6
2. Encourage use of existing infrastructure capacity to accommodate growth.	a. Number of regulatory incentives for urban infill development proposed	0	0	0	1
	b. Number of regulations evaluated that may create barriers to infill development	0	0	0	1
3. Process all complete and correct development applications and mandatory referrals.	a. Number of Council zone changes and text amendments	150	164	250	250
	b. Number of recommendations to Commission on all zone change requests, text amendments, Planned Unit Developments (PUD's), and subdivision plats	650	674	659	700
	c. Number of public notices for public hearings and commission agenda items	na	na	na	14,500
Top Grant					
1. Integrate the World Wide Web, GIS, demographic database, translation software, and photo realistic technologies to develop a citizen friendly system to share government information.	a. Number of acquisitions of translation software for Metro's web pages	0	0	0	1
	b. Number of systems developed to compare various developments for consistency with objectives developed in the planning process	0	0	0	1

O7 Planning–Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
APR Fund					
1. Maximize the MPO's allotment of federal transportation funds and ensure that all federal eligibility guidelines are met.	a. Number of three-year Transportation Improvement Programs assembled and maintained that budget available federal funds for various improvements to existing facilities and new projects	1	1	1	1
	b. Number of existing Long Range Transportation Plans validated	0	0	1	1
	c. Number of annual Unified Planning Work Programs developed and implemented which describe the ongoing transportation planning activities and special studies to be conducted by the MPO during the current year	1	1	1	1
OPERATIONS DIVISION					
1. Prepare a Capital Improvements Budget Recommendation that prioritizes the use of Metro's resources in the most effective and efficient manner.	a. Number of ranking systems developed that score submittals against an established set of general principles	0	0	1	1
	b. Number of Capital Improvements Budgets completed by April 30	1	1	1	1
2. Prepare demographic forecast of public school students and total population.	a. Number of sets of high school cluster specific student generation rates and student forecasts for a 5 year period created	0	0	11	11
	b. Number of methodologies produced for preparing annual population estimates and 10 year total population forecasts	0	0	2	1
3. Maintain an accurate and complete database of property in Metro GIS for efficient and effective tax appraisal and general analytical uses.	a. Number of property transfers logged in system according to Assessor of Property's mandate	na	na	22,000	23,000
	b. Number of areas reviewed for positional accuracy	0	0	1	6
	c. Number of plans instituted for updating photo library and changes to built environment annually	0	0	0	2

07 Planning–Financial



Planning Commission
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,868,562	1,759,644	2,009,524	2,327,263
Fringe Benefits	468,693	414,231	481,567	551,500
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	2,337,255	2,173,875	2,491,091	2,878,763
OTHER SERVICES:				
Utilities	1,000	857	0	0
Professional Services	84,830	74,849	61,972	134,000
Purchased Services	37,370	27,530	38,750	52,800
Travel	40,303	37,641	48,500	38,400
Communications	15,500	14,694	18,000	18,000
Printing	28,500	20,716	33,000	33,000
Advertising & Promotion	15,000	12,406	17,500	17,500
Subscriptions	501	590	1,000	1,000
Tuition, Reg., & Membership Dues	18,500	17,329	18,500	30,500
Repairs & Maintenance Services	35,000	21,333	40,000	40,000
Internal Service Fees	115,413	94,467	394,908	317,447
TOTAL OTHER SERVICES	391,917	322,412	672,130	682,647
OTHER EXPENSE:				
Supplies and Materials	39,600	30,035	72,500	74,000
Misc. Other Expenses & Payments	0	20	0	0
Fixed Charges	720	0	1,000	1,000
Licenses, Permits, & Fees	27,035	29,683	27,050	32,100
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	67,355	59,738	100,550	107,100
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,796,527	2,556,025	3,263,771	3,668,510
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	500
TOTAL EXPENSE AND TRANSFERS	2,796,527	2,556,025	3,263,771	3,669,010

O7 Planning–Financial



Planning Commission
GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	242,416	221,718	425,846	216,900
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	242,416	221,718	425,846	216,900
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	75	100
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	75	100
TOTAL PROGRAM REVENUE	242,416	221,718	425,921	217,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	242,416	221,718	425,921	217,000

07 Planning–Financial



Planning Commission Special Purpose Funds

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	155,706	135,884	278,242	278,242
Fringe Benefits	27,744	27,667	65,810	65,810
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	183,450	163,551	344,052	344,052
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	1,598,840	701,002	1,135,090	1,135,090
Purchased Services	923,000	0	0	0
Travel	12,260	1,264	8,260	8,260
Communications	17,100	915	17,600	17,600
Printing	3,000	12,917	2,000	2,000
Advertising & Promotion	4,000	11,420	6,000	6,000
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	4,000	1,272	8,000	8,000
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	15,300	1,134	15,900	15,900
TOTAL OTHER SERVICES	2,577,500	729,924	1,192,850	1,192,850
OTHER EXPENSE:				
Supplies and Materials	41,300	48,996	39,365	39,365
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	76	0	0
Licenses, Permits, & Fees	15,850	0	15,850	15,850
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	57,150	49,072	55,215	55,215
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	128,500	0	133,500	133,500
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,946,600	942,547	1,725,617	1,725,617
TRANSFERS TO OTHER FUNDS & UNITS:	0	5,678	0	0
TOTAL EXPENSE AND TRANSFERS	2,946,600	948,225	1,725,617	1,725,617

O7 Planning–Financial



Planning Commission Special Purpose Funds

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	54,298	52,200	39,900
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	54,298	52,200	39,900
Other Governments & Agencies				
Federal Direct	424,000	61,510	424,000	250,000
Federal Through State	2,472,600	740,988	1,251,617	1,695,674
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	2,896,600	802,498	1,675,617	1,945,674
Other Program Revenue				
Contributions and Gifts	0	37,033	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	20,161	17,250	0
Subtotal Other Program Revenue	0	57,194	17,250	0
TOTAL PROGRAM REVENUE	2,896,600	913,990	1,745,067	1,985,574
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	50,000	124,157	50,000	50,000
TOTAL REVENUE AND TRANSFERS	2,946,600	1,038,147	1,795,067	2,035,574

07 Planning–Financial



Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

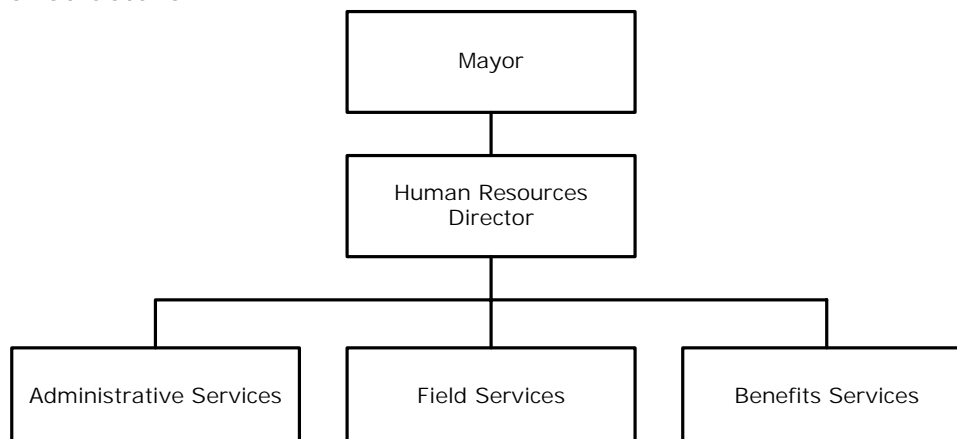
	Class	Grade	FY 2001		FY 2002		FY 2003	
			Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE	Bud. Pos.	Bud. FTE
07 Planning Commission - GSD Fund 10101								
Accounting Associate	6105	GS06	1	1.0	0	0.0	0	0.0
Admin Asst -1	7241	SR09	0	0.0	1	1.0	1	1.0
Admin Services Officer 1	2660	SR06	1	1.0	1	1.0	1	1.0
CAD/GIS Analyst 2	7730	SR10	0	0.0	0	0.0	1	1.0
CAD/GIS Analyst I	7729	SR09	0	0.0	0	0.0	1	1.0
Customer Service Rep 3	7284	GS05	1	1.0	0	0.0	0	0.0
Finance Officer 1	10150	SR08	0	0.0	1	1.0	1	1.0
GIS Manager	6968	SR14	0	0.0	1	1.0	1	1.0
Office Assistant 3	7749	GS05	2	2.0	0	0.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	1	1.0	1	1.0
Office Support Rep 2	10122	SR05	0	0.0	2	2.0	2	2.0
Office Support Rep 3	10122	SR06	0	0.0	2	2.0	2	2.0
Office Support Specialist 1	10123	SR07	0	0.0	2	2.0	2	2.0
Office Support Specialist 2	10124	SR08	0	0.0	1	1.0	1	1.0
Plan Asst Exec Dir/Oper	10128	SR15	0	0.0	1	1.0	1	1.0
Plan Asst Exec Dir/Proj Mgmt	10160	SR15	0	0.0	1	1.0	1	1.0
Planner 1	6860	SR10	7	7.0	6	6.0	9	9.0
Planner 2	6862	SR12	7	7.0	7	7.0	8	8.0
Planner 3	6861	SR13	5	5.0	4	4.0	5	5.0
Planning Asst. Exec Dir	0410	GS14	1	1.0	0	0.0	0	0.0
Planning Division Mgr	6863	SR14	2	2.0	2	2.0	2	2.0
Planning Exec Director	1940	DP03	1	1.0	1	1.0	1	1.0
Planning Technician 1	6864	SR07	10	10.0	5	5.0	4	4.0
Planning Technician 2	6866	SR08	5	5.0	4	4.0	4	4.0
Planning Technician 3	6865	SR09	1	1.0	3	3.0	2	2.0
Secretary 2	6146	GS06	1	1.0	0	0.0	0	0.0
Secretary 3	7398	GS07	1	1.0	0	0.0	0	0.0
Total Positions & FTE			46	46.0	46	46.0	51	51.0
07 Planning Commission - APR Fund 30702								
Office Support Rep III	10122	SR06	0	0.0	1	1.0	1	1.0
Planner 1	6860	SR10	2	2.0	1	1.0	1	1.0
Planner 2	6862	SR12	0	0.0	3	3.0	3	3.0
Planner 3	6861	SR13	1	1.0	1	1.0	1	1.0
Total Positions & FTE			3	3.0	6	6.0	6	6.0
Grand Total Positions & FTE			49	49.0	52	52.0	57	57.0

O8 Human Resources—At a Glance



Vision	The first choice for community leaders, employees, managers and retirees seeking accurate, timely and helpful information.																																																						
Mission	To provide personnel services to operating departments; and to administer the Civil Service program as established by the Civil Service Commission to facilitate the effective operation of the Metropolitan Government. To administer the benefits system for all employees including classified employees at the Board of Education.																																																						
Budget Summary	<table><thead><tr><th></th><th>2000-01</th><th>2001-02</th><th>2002-03</th></tr></thead><tbody><tr><td colspan="4">Expenditures and Transfers:</td></tr><tr><td>GSD General Fund</td><td>\$2,061,873</td><td>\$3,893,538</td><td>\$4,328,989</td></tr><tr><td>Special purpose funds</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Expenditures</td><td><u>\$2,061,873</u></td><td><u>\$3,893,538</u></td><td><u>\$4,328,989</u></td></tr><tr><td colspan="4">Revenues and Transfers:</td></tr><tr><td>Charges, Commissions, & Fees</td><td>\$0</td><td>\$0</td><td>\$0</td></tr><tr><td>Other Governments</td><td>13,000</td><td>8,000</td><td>6,000</td></tr><tr><td>Other Program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total Program Revenue</td><td>\$13,000</td><td>\$8,000</td><td>\$6,000</td></tr><tr><td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Transfers</td><td>0</td><td>1,360,630</td><td>1,013,952</td></tr><tr><td>Total Revenues</td><td><u>\$13,000</u></td><td><u>\$1,368,630</u></td><td><u>\$1,019,952</u></td></tr></tbody></table>				2000-01	2001-02	2002-03	Expenditures and Transfers:				GSD General Fund	\$2,061,873	\$3,893,538	\$4,328,989	Special purpose funds	0	0	0	Total Expenditures	<u>\$2,061,873</u>	<u>\$3,893,538</u>	<u>\$4,328,989</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$0	\$0	\$0	Other Governments	13,000	8,000	6,000	Other Program Revenue	0	0	0	Total Program Revenue	\$13,000	\$8,000	\$6,000	Non-program Revenue	0	0	0	Transfers	0	1,360,630	1,013,952	Total Revenues	<u>\$13,000</u>	<u>\$1,368,630</u>	<u>\$1,019,952</u>
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Organizational Structure



O8 Human Resources—At a Glance



Budget Highlights FY 2003

• Pay Plan/Benefit adjustments	\$145,900
• Postal Services rates increase	5,000
• Fleet Management Consolidation net adjustment	-3,489
• Information Systems billings	-33,360
• Telecommunication net adjustment	-8,600
• Add Human Resource Analyst 3 to develop and distribute materials to employees regarding new benefits	*60,000
• Add Human Resource Analyst 1 to handle pension applications	*45,000
• Printing and binding for comprehensive communication package for new health benefits (non-recurring)	*200,000
• Postage for comprehensive communication package for new health benefits (non-recurring)	*20,000
• Central printing for comprehensive communication package for new health benefits (non-recurring)	*5,000
Total	<u>\$435,451</u>

* Funded by transfers from the Pension and Medical Trust Funds

Overview

ADMINISTRATIVE SERVICES

The Administrative Services Division consists of the following areas:

Administration coordinates the Civil Service Commission meetings and appeal hearings, monitors employee practices in accordance with Federal and local regulations including Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and the Substance Abuse Program. This area also coordinates employee training

and special programs including an employee newsletter, service award programs, and the consolidated charities campaign.

Recruitment processes entrance and promotional applications, develops and validates assessment tools, and administers the eligibility register system. It is also responsible for administering the merit pay system and other non-competitive appointment systems such as return from lay-off and return from disability.

FIELD SERVICES

The Field Services Division develops and maintains the classification structure and job descriptions and the related compensation system. The staff of this division provides Human Resource services to operating departments, processes employee profiles and payrolls and maintains the central personnel records and applicant data systems.

Safety is responsible for receiving, reviewing and reporting all accident and injury cases, conducting safety training or insuring safety training is provided to employees. This section also coordinates injury cases with disability management and independent case management.

BENEFITS SERVICES

The Benefits Services Division assists employees with enrollment in the benefit system, maintenance of their relevant benefit information, and applying for benefits upon termination of active employment. This division is also responsible for keeping employees updated and educated on benefit changes including group meetings and production and distribution of the *ME NEWS* newsletter.

Disability Management provides case management, arranges independent medical examinations and re-examinations and processes and monitors disability pensions.

O8 Human Resources—Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
ADMINISTRATIVE SERVICES					
1. Implement fully and support the new system of disciplinary appeal procedures utilizing Administrative Law Judges and Hearing Officers.	Scheduled backlog of hearings kept at a minimum	2 months	2 months	2 months	2 months
2. Expand Substance Abuse Program consistent with federal Department of Transportation (DOT) regulations and endeavor to achieve an environment that is free of alcohol and controlled substances for Metro government employees.	*Substance Abuse Program a. Training of staff/orientation employees and supervisors b. Monitor on-going program	3,500 monitor	1,600 monitor	<400 monitor	3,500 monitor
3. Develop and implement appropriate training programs in order to meet the needs of operating departments and enhance the job performance of employees. Training to comply with federal and local laws.	a. General training session/participants b. Diversity/Non-Violence classes/participants c. Sexual Harassment sessions/participants* d. Supervisor training sessions/participants* e. Customer Service sessions/participants*	150/3,000 60/8,000 40/1,200 na na	229/7,100 29/870 70/2,100 na na	175/3,500 <10/100 25/1,000 na na	300/9,000 18/540 30/1,200 72/2,160 20/500
4. Provide effective eligibility registers to operating departments in a timely manner.	a. Applicants b. Eligibility lists produced c. Tests developed*	9,000 210 15	10,772 382 69	9,000 300 100	12,000 425 100

*2. Substance Abuse Program is fully implemented. For FY 2003 the policy is revised and retraining begins.

*3c.d.e. Supervisor training is now the Metropolitan Management Institute in conjunction with UT-CGT. Customer Service is a new program call FISH.

*4c. These are oral interviews more than traditional tests, especially for promotions.

FIELD SERVICES

1. Conduct position audits to provide consistency to the classification structure. This also includes Fair Labor Standards Act (FLSA) audits for compliance.	a. Organizational charts obtained in proper format from departments* b. Number of job audits conducted*	40 100	33 95	* <50	33 50
2. Interpret rules, policies, and practices. This would include assisting departments in the development of departmental policies.	a. Inquiries responded to same day, resolved within two weeks b. Field services internal projects* c. Pay plan issues d. Special projects* e. Salary surveys completed	100% 100 100 75 na	100% 116 155 89 55	100% 100 100 75 na	100% 100 50 75 55

O8 Human Resources—Performance



Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
3. Manage effectively the processing of profile documents, payrolls and related record keeping.*	a. Department profiles generated	15,000	19,500	FASTnet	19,800
	b. FASTnet HR payrolls processed	FASTnet	81	FASTnet	81
	c. Files maintained	10,500	10,860	10,500	10,000
	d. Records changed or added by data entry	31,000	39,000	FASTnet	40,000
4. To provide an effective loss prevention/employee safety program for Metropolitan Government including safety inspections and training activities.	a. Safety inspections* (Visits)	325	400	500	300
	b. Safety classes taught*	120	25	120	85
	c. Completed Forms	4,100	4,000	3,850	4,000
	1) 101 – Injury on Duty Form	2,100	2,100	2,000	2,000
	2) 104 – Lost Days – Light Duty Due to Injury	1,600	1,525	1,500	1,525
	3) 105 – Vehicle Accident	400	375	350	375

*1a. Will be coordinated with Finance.

*1b. Audits were stopped to do full compensation study.

*2b.&d. Fewer internal projects: more pay plan issues in compensation study completed total reclassification study 7/1/01.

*3. Files are maintained but more is done by FASTnet Office.

*4a. Includes Safety Coordinator visits.

*4b. Formerly included individual instruction: as of 4/10/02, reports actual classes.

BENEFITS SERVICES

1. Prepare and process pensions.	a. Service pensions granted	250	430	300	500
	b. Widow pensions granted	75	85	90	95
2. Process enrollment and change documents for active and retired participants.	a. Life insurance claims processed (FY 1999 – Active – 27, Retired – 168)	190	154	200	250
	b. New hires enrolled in benefit system	1,300	1,280	1,400	1,500
	c. Changes during open enrollment*	na	200	na	*6,000
3. Explain medical, life and dental insurance coverage.	Inquiries, calls for assistance	na	20,000	na	15,000
4. Provide case management services.	a. Case management of disability pensions and medical and in-line disability pensions*	10 Medical 90 IOD	30 (Med) 100 (IOD)	20 Medical 80 IOD	50 (Med) 200 (IOD)
	b. Number of files under management with Eckman/Freeman*	300	250	350	375
	c. Disability pensions granted: Medical & In-Line-of-Duty (IOD)*	70 (Med) 40 (IOD)	65 35	50 (Med) 35 (IOD)	50 35
	d. Reexaminations – disability	120	200	150	350
5. Reviews pensions as part of follow-up process.	b. Reemployment review	6	10	15	30
	c. Social security reviews*	39	40	40	500
	d. Return to work	12	12	20	50

*2c. Carriers may change, so high numbers are anticipated.

*4a. The staff in this area is working more closely with Safety to become involved in possible disabilities earlier and has implemented screening and early intervention after 5 days missed work for IOD.

*4c. Staff reviews cases and refers to SSDI specialist if appropriate.

O8 Human Resources—Financial



Human Resources
GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	1,374,361	1,352,639	2,665,332	2,935,250
Fringe Benefits	372,397	336,904	697,017	703,800
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	1,746,758	1,689,543	3,362,349	3,639,050
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	227,000	277,195	171,500	161,500
Purchased Services	8,165	10,404	12,000	5,000
Travel	500	910	1,750	4,300
Communications	150	143	200	500
Printing	500	4,466	20,500	206,500
Advertising & Promotion	3,250	2,757	10,000	10,000
Subscriptions	6,000	4,263	6,500	6,500
Tuition, Reg., & Membership Dues	5,000	6,983	10,000	8,500
Repairs & Maintenance Services	10,000	6,397	7,000	6,000
Internal Service Fees	37,800	47,092	194,088	200,939
TOTAL OTHER SERVICES	298,365	360,610	433,538	609,739
OTHER EXPENSE:				
Supplies and Materials	11,500	8,386	61,401	68,400
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	4,000	4,856	10,000	10,000
Licenses, Permits, & Fees	1,250	945	3,250	1,800
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	16,750	14,187	74,651	80,200
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	23,000	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	2,061,873	2,064,340	3,893,538	4,328,989
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	2,061,873	2,064,340	3,893,538	4,328,989

O8 Human Resources—Financial



Human Resources
GSD General Fund

	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
REVENUE AND TRANSFERS				
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	139	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	139	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	13,000	6,200	8,000	6,000
Subtotal Other Governments & Agencies	13,000	6,200	8,000	6,000
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	13,000	6,339	8,000	6,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	1,360,630	1,013,952
TOTAL REVENUE AND TRANSFERS	13,000	6,339	1,368,630	1,019,952

O8 Human Resources—Financial



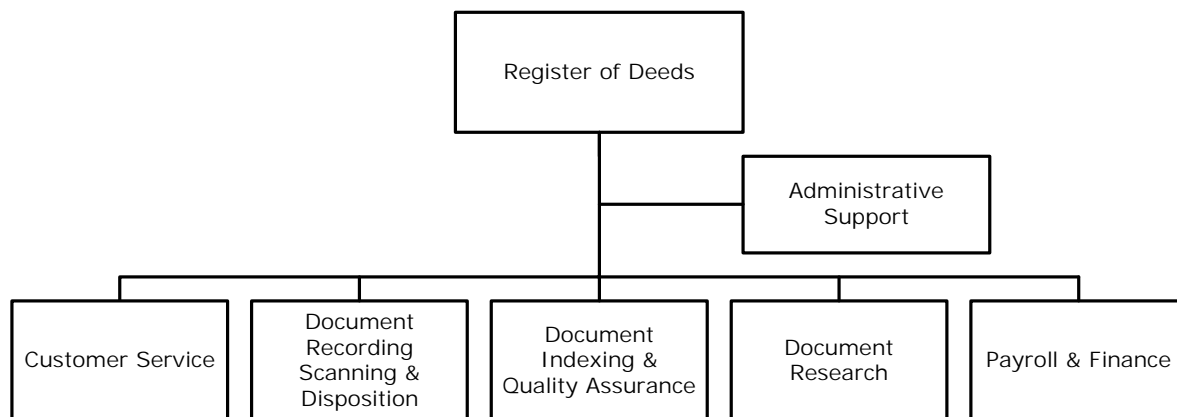
Reminder: Some classifications were deleted and new classifications (class number 10000 and above) were added to implement the 2002 Reclassification Study & Pay Plan. Many of the class changes from FY 2001 to FY 2002 were due to implementing that Study.

			FY 2001		FY 2002		FY 2003	
<u>Class</u>	<u>Grade</u>		<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>	<u>Bud. Pos.</u>	<u>Bud. FTE</u>
O8 Human Resources - GSD Fund 10101								
Admin Asst 2	7241	GS08	0	0.0	1	1.0	0	0.0
Admin Services Officer 3	7244	GS09	1	1.0	0	0.0	0	0.0
Admin Services Officer 4	7245	GS11	1	1.0	0	0.0	0	0.0
Admin Services Officer 4	7245	SR12	0	0.0	2	2.0	1	1.0
Admin Specialist	7720	SR11	0	0.0	0	0.0	2	2.0
Administrative Assistant	7241	SR09	1	1.0	1	1.0	2	2.0
Administrative Services Manager	7242	SR13	0	0.0	1	1.0	1	1.0
Application Tech 1	10100	SR07	0	0.0	0	0.0	1	1.0
Application Tech 2	10102	SR08	0	0.0	0	0.0	1	1.0
Benefit Specialist 2	7728	GS07	0	0.0	4	4.0	0	0.0
Benefits Asst 1	7725	GS05	0	0.0	1	1.0	0	0.0
Benefits Specialist 1	7727	GS05	0	0.0	1	1.0	0	0.0
Benefits Specialist 3	7766	GS09	0	0.0	4	4.0	0	0.0
Compliance Insp 3	7733	SR10	0	0.0	0	0.0	1	1.0
Compliance Inspector 2	7732	GS08	0	0.0	1	1.0	0	0.0
Compliance Inspector 3	7733	GS09	0	0.0	1	1.0	0	0.0
Executive Secretary	5942	GS14	0	0.0	1	1.0	0	0.0
Human Resources Administrator	7346	SR13	3	3.0	3	3.0	1	1.0
Human Resources Analyst	6858	SR08	0	0.0	1	1.0	0	0.0
Human Resources Analyst 1	2730	SR08	3	3.0	0	0.0	5	5.0
Human Resources Analyst 2	3455	SR10	5	5.0	11	11.0	13	13.0
Human Resources Analyst 3	6874	SR12	8	8.0	8	8.0	11	11.0
Human Resources Assistant 1	1472	SR06	1	1.3	2	2.0	3	3.0
Human Resources Assistant 2	6931	SR07	5	5.0	5	5.0	3	3.0
Human Resources Asst Director	6004	SR15	1	1.0	1	1.0	3	3.0
Human Resources Director	1620	DP02	1	1.0	1	1.0	1	1.0
Human Resources Manager	6531	SR14	1	1.0	1	1.0	5	5.0
Info Sys Am 1	7779	SR10	0	0.0	0	0.0	1	1.0
Info Sys Tech 2	7785	SR09	0	0.0	0	0.0	1	1.0
Info Systems Technician 2	7784	GS07	1	1.0	1	1.0	0	0.0
Information System Specialist	7783	GS11	0	0.0	1	1.0	0	0.0
Loss Prevention Specialist	6593	SR10	0	0.0	1	1.0	1	1.0
Office Assistant 1	7747	GS03	1	1.0	1	1.0	0	0.0
Office Assistant 2	7748	GS04	0	0.0	1	1.0	0	0.0
Office Manager 2	7339	GS07	1	1.0	1	1.0	0	0.0
Office Support Rep 1	10120	SR04	0	0.0	0	0.0	1	1.0
Office Support Rep 2	10121	SR05	0	0.0	0	0.0	1	1.0
Office Support Rep 3	10124	SR08	0	0.0	0	0.0	2	2.0
Professional Specialist	7753	SR11	1	1.0	2	2.0	2	2.0
Safety Administrator	7754	GS11	0	0.0	1	1.0	0	0.0
Special Asst to the Director	5945	SR13	1	1.0	1	1.0	0	0.0
Total Positions & FTE			36	36.3	61	61.0	63	63.0

09 Register of Deeds—At a Glance

Mission	To record all documents pertaining to real estate and documents relative to the Uniform Commercial Code. To maintain the integrity of all official records and offer courteous, friendly, and expeditious service to all who use the Register's Office.																																																						
Budget Summary	<table> <tr> <th></th><th><u>2000-01</u></th><th><u>2001-02</u></th><th><u>2002-03</u></th></tr> <tr> <td>Expenditures and Transfers:</td><td></td><td></td><td></td></tr> <tr> <td>GSD General Fund</td><td>\$243,870</td><td>\$418,234</td><td>\$405,716</td></tr> <tr> <td>Special purpose funds</td><td><u>807,000</u></td><td><u>220,000</u></td><td><u>220,000</u></td></tr> <tr> <td>Total Expenditures</td><td><u>\$1,050,870</u></td><td><u>\$638,234</u></td><td><u>\$625,716</u></td></tr> <tr> <td>Revenues and Transfers:</td><td></td><td></td><td></td></tr> <tr> <td>Charges, Commissions, & Fees</td><td>\$900,000</td><td>\$900,000</td><td>\$900,000</td></tr> <tr> <td>Other Governments</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Other Program Revenue</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr> <tr> <td>Total Program Revenue</td><td><u>\$900,000</u></td><td><u>\$900,000</u></td><td><u>\$900,000</u></td></tr> <tr> <td>Non-program Revenue</td><td>0</td><td>0</td><td>0</td></tr> <tr> <td>Transfers</td><td><u>0</u></td><td><u>0</u></td><td><u>0</u></td></tr> <tr> <td>Total Revenues</td><td><u>\$900,000</u></td><td><u>\$900,000</u></td><td><u>\$900,000</u></td></tr> </table>		<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	Expenditures and Transfers:				GSD General Fund	\$243,870	\$418,234	\$405,716	Special purpose funds	<u>807,000</u>	<u>220,000</u>	<u>220,000</u>	Total Expenditures	<u>\$1,050,870</u>	<u>\$638,234</u>	<u>\$625,716</u>	Revenues and Transfers:				Charges, Commissions, & Fees	\$900,000	\$900,000	\$900,000	Other Governments	0	0	0	Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>	Total Program Revenue	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>	Non-program Revenue	0	0	0	Transfers	<u>0</u>	<u>0</u>	<u>0</u>	Total Revenues	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>		
	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>																																																				
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Charges, Commissions, & Fees	\$900,000	\$900,000	\$900,000																																																				
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Non-program Revenue	0	0	0																																																				
Transfers	<u>0</u>	<u>0</u>	<u>0</u>																																																				
Total Revenues	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>																																																				
Positions	Total Budgeted Positions	0	0																																																				
Contacts	Register of Deeds: Bill Garrett email: bill_garrett@metro.nashville.org Financial Manager: Connie Brookshire email: connie_brookshire@metro.nashville.org 103 Metro Courthouse 37201 Phone: 862-6790 FAX: 880-2039																																																						

Organizational Structure



09 Register of Deeds—At a Glance

Budget Highlights FY 2003

• Fleet Management Consolidation net adjustment	\$-3,090
• Information Systems billings	-6,628
• Telecommunications net adjustment	-2,800
Total	<u>\$-12,518</u>

Overview

REGISTER OF DEEDS

The Register of Deeds Office records deeds, mortgages, plats, leases, liens, limited partnership agreements, charters, and service discharges. All documents are imaged and indexed.

ADMINISTRATION SUPPORT

Administration Support is responsible for budget and finance, information systems maintenance, and employee supervision.

CUSTOMER SERVICE

Customer Service assists walk-in customers with document research, trains customers on the computer system, and handles telephone inquiries regarding land records.

DOCUMENT RECORDING, SCANNING AND DISPOSITION

This Division checks documents for required information, enters recording information into computer system, processes payments, scans documents into computer system, and returns documents to customers by mail or in person.

DOCUMENT INDEXING AND QUALITY ASSURANCE

This Division enters indexing information for documents such as grantor, grantee, map and parcel, etc., and verifies accuracy of indexing information.

DOCUMENT RESEARCH

This Division assists customers with document and plat printing, and assists customers with microfilm.

PAYROLL AND FINANCE

This Division maintains bank account, prepares financial reports and tax forms, processes deposits and prepares checks, maintains payroll and benefit records, and maintains employee files.

O9 Register of Deeds—Performance

Objectives	Performance Measures	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
DOCUMENT RECORDING, SCANNING AND DISPOSITION					
1. Record all documents in a timely, and efficient manner.	Document Recording Turnaround				
	a. Mail (60% of volume)	24 hours	24 hours	24 hours	24 hours
	b. Walk-ins (40% of volume)	5 minutes	5 minutes	5 minutes	5 minutes
2. Ensure accuracy and integrity of all official public records maintained in the Register's Office.	Document Recording Totals				
	a. Charter	2,356	2,330	2,497	2,400
	b. Judgments	405	374	429	350
	c. Liens	6,490	6,197	6,879	6,000
	d. Military Discharges	39	39	41	35
	e. Plats	360	345	382	320
	f. Powers of Attorney	3,440	3,679	3,646	3,950
	g. Releases	27,740	29,584	29,404	35,000
	h. Trust Deeds	49,040	53,724	51,982	60,000
	i. UCC Fixture Filings and Financing Statements	3,160	8,953	3,350	5,100
	j. Warranty Deeds	20,250	25,819	21,465	28,105
DOCUMENT RESEARCH					
1. Provide courteous, and expeditious customer service.	Document Research Totals				
	Register Staff				
	a. Telephones inquiries	84,500	87,500	92,000	90,000
	b. Walk-ins	10,000	9,052	11,000	10,000
	c. Faxes	na	10,000	36,400	10,000
	d. Copies	na	9,924	5,200	11,000
	Document Researchers				
	a. Faxes	na	181,951	139,000	185,000
	b. Copies	199,000	408,682	350,000	70,000
	Internet Service Customers	na	25	50	125

09 Register of Deeds—Financial

Register of Deeds GSD General Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	1,052,447	0	0
Fringe Benefits	0	257,181	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	1,309,628	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	1,569	0	0
Purchased Services	20,600	4,335	38,750	31,200
Travel	5,500	1,381	2,500	3,300
Communications	21,000	19,771	18,500	25,000
Printing	5,000	935	1,000	1,500
Advertising & Promotion	750	0	250	300
Subscriptions	750	1,504	1,500	1,500
Tuition, Reg., & Membership Dues	1,800	598	2,170	2,200
Repairs & Maintenance Services	20,000	15,321	15,500	15,500
Internal Service Fees	33,020	22,975	191,914	179,396
TOTAL OTHER SERVICES	108,420	68,389	272,084	259,896
OTHER EXPENSE:				
Supplies and Materials	135,450	62,937	125,950	116,320
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	7,557	8,200	9,500
Licenses, Permits, & Fees	0	0	12,000	20,000
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	135,450	70,494	146,150	145,820
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	243,870	1,448,511	418,234	405,716
TRANSFERS TO OTHER FUNDS & UNITS:	0	0	0	0
TOTAL EXPENSE AND TRANSFERS	243,870	1,448,511	418,234	405,716

Note on presentation of FY 2001 Actual Expenditures and Revenues: As allowed by state law, the department pays salaries, fringe benefits and some other expenses from fees collected and not through the operating budget. Excess fee collections are remitted as revenue to the Metropolitan Government. Consequently, some costs reflected in FY 2001 Actual data were not budgeted in FY 2001. In FY 2001, this totaled \$1,309,628. The reported difference is necessary for reconciliation to the Comprehensive Annual Financial Report (CAFR).

O9 Register of Deeds—Financial

Register of Deeds
GSD General Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	48,440	0	0
Commissions and Fees	900,000	2,064,184	900,000	900,000
Subtotal Charges, Commissions, & Fees	900,000	2,112,624	900,000	900,000
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	0	0	0
Subtotal Other Program Revenue	0	0	0	0
TOTAL PROGRAM REVENUE	900,000	2,112,624	900,000	900,000
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	900,000	2,112,624	900,000	900,000

09 Register of Deeds—Financial

Register of Deeds Special Purpose Fund

EXPENSE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
OPERATING EXPENSE:				
PERSONAL SERVICES:				
Salary Expense	0	0	0	0
Fringe Benefits	0	0	0	0
Per Diem & Other Fees	0	0	0	0
TOTAL PERSONAL SERVICES	0	0	0	0
OTHER SERVICES:				
Utilities	0	0	0	0
Professional Services	0	0	0	0
Purchased Services	0	0	0	0
Travel	0	0	0	0
Communications	0	0	0	0
Printing	0	0	0	0
Advertising & Promotion	0	0	0	0
Subscriptions	0	0	0	0
Tuition, Reg., & Membership Dues	0	0	0	0
Repairs & Maintenance Services	0	0	0	0
Internal Service Fees	0	0	0	0
TOTAL OTHER SERVICES	0	0	0	0
OTHER EXPENSE:				
Supplies and Materials	0	4,570	0	0
Misc. Other Expenses & Payments	0	0	0	0
Fixed Charges	0	0	0	0
Licenses, Permits, & Fees	0	2,230	0	0
Taxes	0	0	0	0
Grant Contributions & Awards	0	0	0	0
TOTAL OTHER EXPENSE	0	6,800	0	0
PENSION, ANNUITY, DEBT, & OTHER COSTS	0	0	0	0
EQUIPMENT, BUILDINGS, & LAND	0	0	0	0
SPECIAL PROJECTS	0	0	0	0
TOTAL OPERATING EXPENSE	0	6,800	0	0
TRANSFERS TO OTHER FUNDS & UNITS:	807,000	807,000	220,000	220,000
TOTAL EXPENSE AND TRANSFERS	807,000	813,800	220,000	220,000

O9 Register of Deeds—Financial

Register of Deeds Special Purpose Fund

REVENUE AND TRANSFERS	FY 2001 Budget	FY 2001 Actuals	FY 2002 Budget	FY 2003 Budget
PROGRAM REVENUE:				
Charges, Commissions, & Fees				
Charges For Current Services	0	261,551	0	0
Commissions and Fees	0	0	0	0
Subtotal Charges, Commissions, & Fees	0	261,551	0	0
Other Governments & Agencies				
Federal Direct	0	0	0	0
Federal Through State	0	0	0	0
Federal Through Other Pass-Through	0	0	0	0
State Direct	0	0	0	0
Other Government Agencies	0	0	0	0
Subtotal Other Governments & Agencies	0	0	0	0
Other Program Revenue				
Contributions and Gifts	0	0	0	0
Miscellaneous Revenue	0	0	0	0
Use of Money or Property	0	37,814	0	0
Subtotal Other Program Revenue	0	37,814	0	0
TOTAL PROGRAM REVENUE	0	299,365	0	0
NON-PROGRAM REVENUE:				
Property Taxes	0	0	0	0
Local Option Sales Tax	0	0	0	0
Other Taxes, Licenses, & Permits	0	0	0	0
Fines, Forfeits, & Penalties	0	0	0	0
Compensation From Property	0	0	0	0
TOTAL NON-PROGRAM REVENUE	0	0	0	0
TRANSFERS FROM OTHER FUNDS AND UNITS:	0	0	0	0
TOTAL REVENUE AND TRANSFERS	0	299,365	0	0